

CONFIRMED MINUTES

TGC FEBRUARY SCHOOL BOARD MEETING



At the **TGC MARCH School Board Meeting** on **26 Mar 2026** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 26 February 2026
Time:	5:30 pm to 6:53 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Anne Young, Dave Guruge, Jemma Miri, Pearl Vahey Bourne, Pritika Nand, Tara Kanji , Tristan Hewett
Attendees:	Julie Cole
Apologies:	Melanie Webb, James Patea
Guests/Notes:	Acting Business Manager - Yvonne Handley

1. Meeting Open

1.1 Presiding Member welcome and karakia

Meeting opened at: 5.45pm

1.2 Speaking Rights



Board Speaking Rights

RESOLUTION: That the Board hereby grants speaking rights to

- The Business Manager (for the duration of 2026).
- Deputy Principals, when in the delegated Acting Tumuaki role (for the duration of the Acting Tumuaki delegation in 2026).

FURTHER RESOLVED:

- The rights for the **Business Manager** are limited to providing information and responding to inquiries; they do not include the right to propose motions or vote.
- That **Deputy Principals**, while in the delegated **Acting Tumuaki** role, are granted full rights to **propose motions and vote** on all matters, in addition to their speaking rights.

Decision Date:	26 Feb 2026
Mover:	Mariana Tapsell
Seconder:	Anne Young
Outcome:	Approved

1.3 Declaration of any Conflict of Interest



Declaration of Interests / Conflicts of Interest

RESOLUTION: that the Board records that no member has declared a conflict of interest in relation to any item on the current agenda.

FURTHER RESOLVED, that the Board is satisfied that all members are able to participate in the discussions and voting on all scheduled matters.

Decision Date: 26 Feb 2026
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

2. Monitoring Reports

2.1 Finance Report

26 February 2025 Finance Report taken as read.

Acting Business Manager, Y Hall, reported to the Board on the report, highlighting:

- **Year-End Financials:** Figures are current through December 31. Final variances are expected to be reconciled by the end of March.
- **Working Capital:** There has been a decrease in working capital following significant capital purchases in 2025. However, levels remain healthy and above the recommended threshold for a school of this size.
- **2026 Outlook:** The primary fiscal goal for 2026 is a "nil spend" approach. Management is confident that the school will remain under budget for the year.
- **Budgetary Controls:** 2026 budgets have been made more transparent to ensure Heads of Learning (LOLs) maintain strict adherence to their allocations.
- **Liquidity:** The school maintains a strong cash position, providing sufficient coverage to refund International Student fees if required.



Acceptance of February Finance Report

RESOLUTION: That the Board accepts the 26 February 2026 Finance report as presented.

Decision Date: 26 Feb 2026
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

2.2 Property Report

26 February 2026 Property Report taken as read.

Tumuaki reported to the Board on the report, highlighting:

- **5YA Projects:**
 - **P1 Roofing Project:** Currently underway; Rubix is serving as Project Manager.
 - **P2 Fire Alarm Project:** Identified as the next priority on the 5YA schedule.
 - **P3 Pool Liner Project:** Scheduled for a later date as per the priority list.
- **International Department:** The department has successfully relocated and is now operational within its new facilities.



Acceptance of February Property Report

RESOLUTION: That the Board accepts the 26 February 2026 Property report as presented.

Decision Date: 26 Feb 2026
Mover: Tara Kanji
Seconder: Anne Young
Outcome: Approved

Acting Business Manager Y Handley left the board meeting at 5.57pm.

2.3 Health & Safety Report

26 February 2026 Health & Safety report taken as read.

The Tumuaki reported to the Board on the report, highlighting:

Staffing & Wellbeing

- **Staffing Levels:** Staffing is currently tight, resulting in some large class sizes. Management is waiting for the 1 March roll return and for student numbers to settle before implementing any adjustments.
- **Staff Wellbeing:** Tumuaki has asked if the Board will provide a morning tea for staff to recognise and celebrate the successful 2025 NCEA results.

Health & Safety / Community

- **Road Safety Incident:** The Board was updated on a recent road incident involving a student.
 - Tauranga City Council (TCC) is involved.
 - The speed limit outside the school is being reduced.
 - An electronic safety sign is scheduled for installation in June 2026.



Acceptance of February H&S Report

RESOLUTION: That the Board accepts the 26 February 2026 Health & Safety report as presented.

Decision Date: 26 Feb 2026
Mover: Tara Kanji
Seconder: Pritika Nand
Outcome: Approved



Board morning tea for staff

Board Secretary to set a date before the end of the term for a Board morning tea. Invite Board members to attend.

Due Date: 2 Apr 2026
Owner: Julie Cole

3. Strategic Focus

3.1 Board Governance - Delegations & Authorities



Adoption of Board Schedule of Delegations

RESOLUTION: that the Board hereby accepts and adopts the Board **Schedule of Delegations** as presented.

FURTHER RESOLVED, that all prior delegations of authority are hereby superseded by this version.

FINALLY RESOLVED, that this Schedule shall remain in effect until its next formal review, scheduled for the **February 2027 Board Meeting (date to be set)**, unless otherwise amended by a further resolution of the Board.

Decision Date: 26 Feb 2026
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved



Adoption of School Staff Delegations & Authorities

RESOLUTION: that the Board hereby accepts and adopts the Board **School Staff Delegations and authorities** as presented.

FURTHER RESOLVED, that all prior delegations of authority are hereby superseded by this version.

FINALLY RESOLVED, that this Schedule shall remain in effect until its next formal review, scheduled for the **February 2027 Board Meeting (date to be set)**, unless otherwise amended by a further resolution of the Board.

Decision Date: 26 Feb 2026
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved



Approval of School Staff Credit Card Holders

RESOLUTION: that the Board hereby approves the issuance of school credit cards to the individuals listed in the **Schedule of School Staff - Approved Credit Card holders** dated 26 February 2026.

FURTHER RESOLVED, that all prior delegations of authority are hereby superseded by this version.

FINALLY RESOLVED, that this Schedule shall remain in effect until its next formal review, scheduled for the **February 2027 Board Meeting (date to be set)**, unless otherwise amended by a further resolution of the Board.

Decision Date: 26 Feb 2026
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

3.2 Tumuaki | Principals Report

26 February 2026 Tumuaki & SLT Report taken as read.

The Tumuaki reported to the Board on the report, highlighting:

Personnel & Staffing

- **Resignation:** The Board was formally updated on the resignation of Deputy Principal **Kylie Valentine**.

- **Staffing Levels:** Staffing remains tight, with some classes currently at high capacity. Management is awaiting the 1 March roll return and stabilization of the roll before implementing any adjustments.

Student Achievement & Attendance

- **NCEA Results:** Management highlighted a significant improvement in NCEA results. This upward trend validates the targeted support initiatives recently undertaken to enhance student achievement.
- **Scholarships:** A total of **14 University Scholarships** were awarded to students this year, reflecting strong academic performance.
- **Attendance:** The Board was assured that the Attendance Management Plan is current and publicly accessible on the school website.

Strategic & Community Updates

- **ERO Visit:** The Education Review Office (ERO) will be on-site during **Week 3, Term 2**. ERO representatives will require time to consult with Board members during this visit.



Board Assurances

RESOLUTION: That the Board accepts the Board Assurances from the Tumuaki of:

Every Term Assurances: We constantly evaluate our EOTC procedures in 2026-2028; this leadership will fall to the DP responsible for EOTC.

Term 1 Assurances for the February meeting:

1. I assure the Board that we have a procedure in place for phones and digital devices of choice.
2. I assure the Board that our gateway and work experience team has sound safety and welfare processes for students out on work experience.

Decision Date: 26 Feb 2026
Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved



Approval of Strategic & Annual Plan

RESOLUTION - That the Board approves, based on the Tumuaki recommendation of the draft annual Strategic & Annual Plan as presented, with the condition that the Tumuaki will highlight to the Board any changes that have been made at the 26 March 2026 meeting.

Decision Date: 26 Feb 2026
Mover: Tara Kanji
Seconder: Pritika Nand
Outcome: Approved



Acceptance of February Tumuaki & SLT Report

RESOLUTION: That the Board accepts the 26 February 2026 Tumuaki & SLT report as presented.

Decision Date: 26 Feb 2026
Mover: Tara Kanji
Seconder: Anne Young
Outcome: Approved

4. Administration

4.1 Any Other Business



Approval of Overseas Trip - Galapagos Islands (July 2027)

RESOLUTION: that the Board hereby approves the proposed overseas trip to the Galápagos Islands scheduled for July 2027. Under the condition that the equity issue is addressed.

Decision Date: 26 Feb 2026
Mover: Tara Kanji
Seconder: Anne Young
Outcome: Approved

Overseas Trip - Galapagos Island

- **Galapagos Islands Trip:** The Board held a discussion regarding the proposed trip to the Galapagos Islands, specifically addressing concerns around **equity of access** for all students.
- **Alternative Options:** Potential alternative locations were discussed as a means of ensuring inclusivity.
- **Fundraising Support:** The Tumuaki expressed confidence in the Teacher in Charge to lead an extensive fundraising campaign aimed at maximising student participation and reducing financial barriers.

4.2 Confirm Minutes

TGC NOVEMBER School Board Meeting 27 Nov 2025, the minutes were confirmed as presented.



Approval of 27 November 2025 Board Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 27 November 2025 as a true and accurate record.

Decision Date: 26 Feb 2026
Mover: Dave Guruge
Seconder: Tristan Hewett
Outcome: Approved

4.3 Matters Arising / Action List (from previous minutes/actions)

Due Date	Action Title	Owner(s)
25 Jun 2026	Attendance Management Plan Review Status: Not Started	Tara Kanji

4.4 Correspondence Inwards/Outwards



Approval of 27 Nov 25 to 26 Feb 26 Correspondence

RESOLUTION: That the board accepts the Board Correspondence from 27 November 2025 to 26 February 2026 as presented.

Decision Date: 26 Feb 2026
Mover: Anne Young
Seconder: Pritika Nand
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PED BOT Meeting

Next meeting: TGC MARCH School Board Meeting - 26 Mar 2026, 5:30 pm

Approved decisions made between meetings



Budget Adjustment for Learning Assistants

SUBJECT: Approval of Urgent Budget Adjustment for Learning Assistants

The school is committed to providing essential learning support to students upon the school's reopening.

An urgent need has been identified for additional Learning Assistants to provide support outside of the dedicated Learning Hub.

The necessary funds for this additional expenditure are available within the overall school budget, as confirmed during the full budget presentation last month.

THEREFORE, BE IT RESOLVED THAT:

RESOLUTION: That the School Board approves the urgent budget request of \$65,000 (Sixty-Five Thousand Dollars) for the immediate appointment of Learning Assistants.

10 Supported: Anne Young , James Patea , Jemma Miri , Mariana Tapsell , Melanie Webb , Pearl Vahey Bourne , Pritika Nand , Tara Kanji , Tristan Hewett

Dave Guruge - I approve, as the necessary funds for this additional expenditure are available within the overall school budget, as confirmed during the full budget presentation last month.

0 Opposed:

0 Abstained:

Decision Date: 8 Dec 2025

Outcome: Approved

Tristan Hewett
27 Mar 2026